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**Idaho Legislative Services Office
Legislative Audits Division**

**DEPARTMENT OF ADMINISTRATION
90 DAY FOLLOW-UP**

On August 18, 2008, the Legislative Services Office released a Management Report for the Department of Administration for fiscal years 2005, 2006, and 2007. The Department was contacted on December 11, 2008, and this report addresses how the Department has responded to the Capitol Mall Parking Program findings and recommendations contained in that report.

CAPITOL MALL PARKING PROGRAM

1. Fees collected are not compared or reconciled to permits issued.

We recommended that the Department establish a reconciliation process to confirm that fees are collected for all permits issued. The reconciliation should compare fees collected through payroll deduction and all other collection processes to the database of issued permits to improve accountability and provide a valid list of permits for enforcement purposes.

AUDIT FOLLOW-UP

The Department now requires that all parking fees be deducted from the first payroll of the month to facilitate the reconciliation of the parking tags. Data has been obtained from the payroll system in a format that can be readily reconciled to the parking database. The Department is currently in the process of reconciling the parking tags.

STATUS: OPEN

2. Cash handling and permit issuing activities are not segregated.

We recommended that the Department segregate the activities of issuing permits and handling collections, pre-number or otherwise control temporary permits, and reconcile daily collections to permits issued to reduce the risk for errors or other irregularities.

AUDIT FOLLOW-UP

Although steps have been taken to segregate cash handling duties, additional changes are necessary to adequately segregate duties. The Department is in the process of implementing these changes.

STATUS: OPEN

3. Fees and penalties have remained unchanged since the program was established in 1976.

We recommended that the Department establish a work group or committee to determine whether changes are needed to the Capitol Mall parking program fee structure, penalty processes, and related matters.

AUDIT FOLLOW-UP

The Department reviewed the parking program and determined that the program revenues are adequate to pay for the parking program. No changes will be made to the parking fees and penalties.

STATUS: CLOSED

4. Employee parking fees are not always collected through payroll deduction or automated deduction system as required.

We recommended that the Department collect all employee parking fees through automatic payroll deduction as required by administrative rule. We also recommended that the Department require all employee parking fees withheld from the first paycheck of the month to simplify the reconciliation, issuance, and enforcement processes.

AUDIT FOLLOW-UP

The Department now requires that all eligible payroll parking fees be deducted from the first payroll of the month.

STATUS: CLOSED

5. Efforts to confirm the validity of permits are weak and ineffective.

We recommended that the Department investigate available technologies and other options for issuing, enforcing, and accounting for parking permits.

AUDIT FOLLOW-UP

The Department investigated parking technologies for enforcing parking permits. The decision was made that these new technologies were too expensive. The Department decided to reissue parking tags each year in lieu of verifying existing parking tags are valid.

STATUS: CLOSED

6. Parking signs and other markings are missing or ineffective in deterring improper use.

We recommended that the Department install signs of a sufficient size at each entrance to the parking garage and all ten surface lots that identify the lots as employee parking only and the consequences for inappropriate use. We also recommended that the Department identify reserved spaces with the employee name or a numbering system and include appropriate signs where these spaces are located.

AUDIT FOLLOW-UP

The Department has numbered all reserved spaces on the first floor of the parking garage, as required by administrative rule. It has also added signs to all incoming routes to the parking garage. Additional signage has been added to certain parking lots, and other lot signs have been moved in order to be seen more clearly.

STATUS: CLOSED

7. Reserved spaces are improperly assigned, not paid for, or remain unassigned for months.

We recommended that the Department enforce existing administrative rules for reserved parking and ensure that all spaces are paid for and properly assigned.

AUDIT FOLLOW-UP

Changes to the administrative rules over parking are being considered. This action plan is still in process.

STATUS: OPEN

8. Rules over the reserved parking waiting list are not formally established.

We recommended that the Department formally establish rules over the reserved parking waiting list and confirm that established processes are consistently followed.

AUDIT FOLLOW-UP

Changes to the administrative rules over parking are being considered. This action plan is still in process.

STATUS: OPEN

9. The requirements and enforcement of assigned car pool spaces is prone to abuse.

We recommended that the Department amend administrative rules to reflect all waivers and consider charging a fee for all assigned car pool spaces to provide an accounting event from which to track and monitor assignments. We also recommended that the Department evaluate assigned car pool spaces to determine if this option is effective and should be continued.

AUDIT FOLLOW-UP

Changes to the administrative rules over parking are being considered. This action plan is still in process.

STATUS: OPEN